

DEPARTMENT OF THE ARMY
Vacancy Announcement Number: AIU400697

Changes to the Job Announcement: N/A

Opening Date: February 18, 2004

Closing Date: May 18, 2004

First Cut off Date: February 25, 2004

Position: Secretary (Office Automation), GS-0318-4
Salary: \$23,412 - \$30,437 Annual
Place of Work: Various Organizations, Tobyhanna Army Depot, Tobyhanna, PA
Position Status: This is a Permanent position. -- Full Time
Number of Vacancy: multi

Link to job announcement at www.cpol.army.mil for more information.

Duties: Receives calls, greets visitors, directs calls to either the supervisor or other staff personnel. Receives & reviews all incoming mail. Screens material for suspense dates; establishes suspense files; & follows up assuring timely response. Reviews outgoing mail for format, enclosures, dates, grammar, punctuation, signature, complete addresses, & destinations, & corrects if necessary. Maintains calendars & suspenses for the supervisor & subordinates, i.e., keeps a record of appointments, special events, & other matters affecting administration of the unit & assures timely notification of staff personnel as to dates, times, locations, and/or cancellations. Establishes & maintains files; reviews & disposes of files in accordance with governing regulatory procedures. Uses a personal computer, computer terminal, or electronic typewriter to type a variety of material. Material may include technical terms related to the units mission, Inputs time, attendance & production data into ATAAPS.

Who May Apply:

☐ THIS IS A DELEGATED EXAMINING ANNOUNCEMENT OPEN TO ALL US CITIZENS. APPLICATIONS MAY BE FAXED TO 410-306-1284/0106 OR MAILED TO NECPOC, 314 JOHNSON ST., APG, MD 21005, ATTN: DEU. RESUMES MUST INCLUDE THE ANNOUNCEMENT NUMBER OR THEY WILL NOT BE CONSIDERED. DO NOT INCLUDE E-MAIL ATTACHMENTS.

☐ Interagency Career Transition Assistance Plan (ICTAP) eligibles.

Qualifications: Click on link below to view qualification standard.

General Schedule

☐ GENERAL EXPERIENCE: Applicants must possess one year of experience that included responsibility for performing a variety of clerical and/or office support duties. FAILURE TO ADDRESS EACH OF THE FOLLOWING KSA'S MAY RESULT IN AN INELIGIBLE RATING. KSA 1: KNOWLEDGE OF CLERICAL AND ADMINISTRATIVE FUNCTIONS SUCH AS CORRESPONDENCE RULES/FORMAT, FILES, PROCEDURES, REGULATION MAINTENANCE. (Includes knowledge of overall administrative function and processes of an organization). KSA 2: ABILITY TO COMPREHEND AND INTERPRET WRITTEN MATERIAL. (Includes comprehension and interpretation of correspondence, reports, publications, orders, circulars, directives and electrical messages). KSA 3: ABILITY TO ORGANIZE WORK. (Includes the ability to organize the work of the mail and/or file functions, through various means, such as establishing priorities and suspenses and coordinating with various offices for proper distribution and action).

KSA 4: ABILITY TO COMMUNICATE ORALLY. (Includes the ability to communicate on the telephone and face-to-face with other people).

- ☐ Typing - Any Grade: Qualified typist is required (40wpm).
- ☐ GS-04: One year of general experience equivalent to the next lower grade, or 2 years of higher education above High School, or a combination of experience and education.
- ☐ The experience described in your resume will be evaluated as related to the qualifications, knowledge, skills and abilities required for this job.
- ☐ Education can be substituted for experience. Review the qualification requirements for specific information.

Other Information:

- ☐ Multiple positions will be filled from this announcement.

Other Requirements:

- ☐ Personnel security investigation required.
- ☐ You will be required to provide proof of U.S. Citizenship.
- ☐ Official college or university transcript must be submitted with your resume.
- ☐ Male applicants born after December 31, 1959 must complete a Pre-Employment Certification Statement for Selective Service Registration.
- ☐ Direct Deposit of Pay is Required.
- ☐ Position requires employee to wear a uniform and/or protective clothing.
- ☐ You must include the announcement number on your application.
- ☐ You may claim Military Spouse Preference.
- ☐ Applicants must provide a narrative that addresses each of the knowledge, skills and abilities(KSAs) on plain bond paper and submit it along with the other application materials. Information may include experience, education, training and awards as it relates to each KSA. Since you will be rated based on your possession of the KSAs listed in this announcement and a ranking determination made which affects your chance for employment, it would benefit you to provide your responses to the KSAs.

How to Apply:

- ☐ Resumes must be received by the closing date of this announcement.

You may send your resume via surface mail to: Northeast Civilian Personnel Operations Center, DEU STAFF, 314 Johnson Street, Aberdeen Proving Ground, MD 21005

Point of Contact: DEU STAFF, NECPOC, 410 306-0031, deu@cpocner.apg.army.mil

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